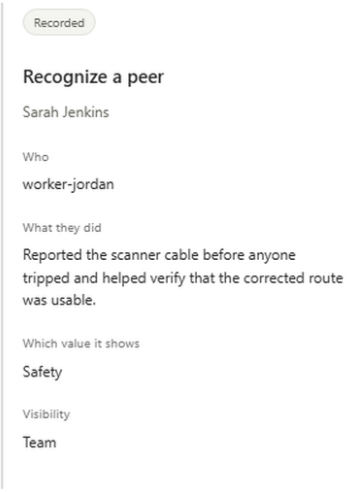
PREPARE A PRIVATE APPRECIATION SUGGESTION

Make appreciation specific to the contribution you value

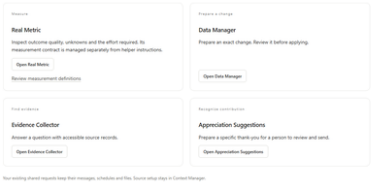
Review the contribution, recipient and private draft, then edit, send or decline the message according to what you want to recognize.

Inspect suggestion > Edit message > Explicitly send or decline

SkillSmith · Keep recognition connected to the recorded contribution



SkillSmith · Choose the helper for evidence, changes or appreciation



SkillSmith · Make the example recognition rule visible



Keep recognition connected to the recorded contribution

RESULTS 100% GUARANTEED

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Who can use this product method

The method keeps the stated role and access scope. Your team confirms the people involved.

Your role	The contribution	SkillSmith support
Permitted sender	Inspect suggestion, Edit message and Explicitly send or decline	Use the method within the permitted scope for the selected information.

Edit or decline a message that overstates the work

In a worked example, the suggested message overstates the contribution; edit it or decline to send, with the final communication remaining the person's choice.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Contribution and Recipient	Inspect suggestion.
Method action	Private suggestion and Message draft	Edit message and Explicitly send or decline.
Result to inspect	Human-chosen message and Suggestion history	Inspect the available result within the permitted scope.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Prepare a private appreciation suggestion

Start with contribution and recipient. The steps below show the actions and information available for this method.

01 Inspect suggestion

Start with contribution and recipient. Inspect suggestion.

02 Edit message

Edit message with private suggestion and message draft in view.

03 Explicitly send or decline

Explicitly send or decline. The result includes human-chosen message and suggestion history.

Use the supporting product method

Review the available actions and the result within the method's stated scope.

Prepare a private appreciation suggestion

A person chooses whether to send.

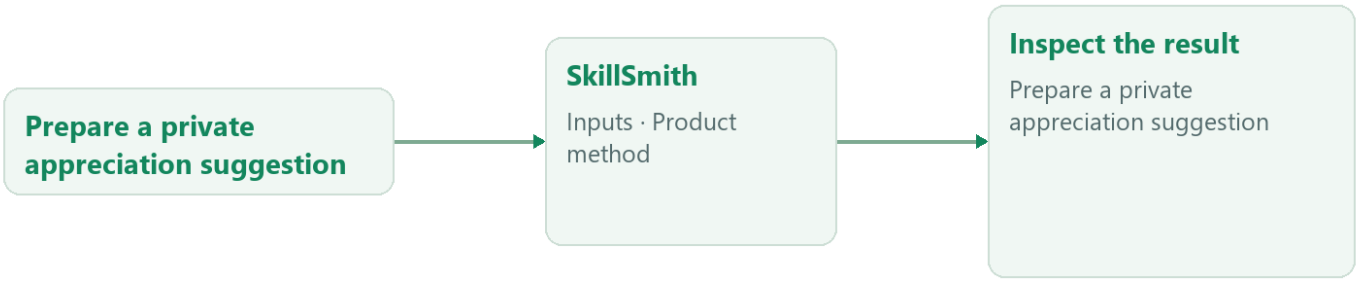
Make appreciation specific to the contribution you value

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Prepare a private appreciation suggestion Completed-work evidence may merit thanks	Human-chosen message and Suggestion history.

Help with follow-up and changes

Appreciation

Does the proposed message accurately reflect the contribution you want to recognize?

A person chooses whether to send.

YOUR DELIVERY PLAN / OUR TEAM

Set up a useful first example

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Choose the working inputs

Review contribution, recipient, private suggestion and message draft.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Permitted sender.

03 Try the useful actions

Inspect suggestion, Edit message and Explicitly send or decline.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What can we inspect after using this method?

The method provides human-chosen message and suggestion history. A person chooses whether to send.

Who uses this method?

The permitted roles are Permitted sender. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review contribution, recipient, private suggestion and message draft. Use those choices to prepare the first example and its permitted scope.

Does the proposed message accurately reflect the contribution you want to recognize?

The suggested message overstates the contribution; edit it or decline to send, with the final communication remaining the person's choice.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
A suggested message is treated as a decision to send it.	Review the private draft and direct recipient, edit the wording, then choose whether to send.
The draft wording or its intended audience is accepted without checking the contribution.	Keep appreciation specific to the recorded contribution and choose the wording for its intended recipient.

Walk through this method with us

Bring one real example and the information needed for this method. We will walk through its actions, result and permitted scope.

- Does the proposed message accurately reflect the contribution you want to recognize?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

skillsmith.com/contact